



2011 Earthquake and Emergency Preparedness Plan and 2Q Proactive Event

Supervisor Information Sheet

March 30, 2011

Managers and Supervisors,

We will be kicking off our 2Q Proactive event with discussions supporting Earthquake Preparedness and initiating a refresher on RI-9900 (LOTO) with IIF themes. To get us started, we are asking that supervisors pick up packets from IPC, Admin 101G in support of our 2Q Proactive Plan, starting on Monday, April 4 through April 6 (IPC office hours for distribution: Monday – Friday 8 am – 11:00 am and 1 pm – 4:00 pm).

Here is the basic information you'll need to know in order to successfully promote our topics.

2011 Earthquake and Emergency Preparedness Plan

1. Week of April 4. Supervisors should pick up their Family Safety Plan packets from Admin 101G by April 15.
2. Review the Earthquake/ Emergency Preparedness Safety Topic of the Month (STOTM) with your work group/
3. Before, during, or after the STOTM please handout:
 - a. Family Fire and Emergency Escape Plan
 - b. 2011 Family Safety Plan – Earthquake and Emergency Preparedness
4. Remind your work group that Family Safety Plans should be completed and returned to: Dina Johnson, Admin. #204 by May 6, 2011 – in order to qualify for a coupon drawing for the American Red Cross.

RI-9900 (LOTO) and Personal commitment to IIF Every Day

1. Week of April 11. Review Introduction Discussion Topic Related to RI-9900.
2. Ask your group: Did you know that “**Personal Loss Prevention Plans**” were replaced this year with our IIF Commitment Hard Hat stickers? The Hard Hat stickers are an easy way for everyone to make and share a commitment to IIF (and Personal Loss Prevention) Every Day.
3. Distribute the Hard Hat stickers to employees and contractors in your workgroup. If people already have a hard hat sticker, ask them, “**How have you been applying your commitment to supporting IIF?**”
4. If people do not have a hard hat sticker, ask them to think about what they are able to do to support IIF every day. That commitment should be written on the hard hat sticker, and displayed on hard hats, or notebook, or posted outside of the office.

Tickets please ... BATTER UP!! On April 13 the Refinery will be celebrating **Incident and Injury Free milestones.** Look for more details soon about volunteering for our event, and the Refinery Wide Invitation and “Ticket”.